

U.S. Embassy, Amman

Jordanian Student Intern Program

Vacancy Announcement

ANNOUNCEMENT NUMBER: JSIP 2016-25

OPEN TO: Students enrolled at accredited Jordanian universities

POSITION: Student Intern Volunteer – United States Agency for International Development

OPENING DATE: March 16, 2016

CLOSING DATE: March 31, 2016

INTERNSHIP DURATION: Full time for the months of July and August

SALARY: None – voluntary work

The U.S. Embassy in Amman is seeking a university student for summer intern position with the Program Management Office at USAID Office.

INTERNSHIP OFFICE: United States Agency for International Development (USAID)

JOB DESCRIPTION:

- Assist with compiling, entering, verifying, and cleaning up data in the geodatabase.
- Follow up with partners and teams to obtain missing data.
- As needed, assist with developing the Mission's geodatabase for cartographic mapping of USAID's interventions in Jordan.
- Check maps against field data and revise data as changes occur.
- As needed, assist Geographic Information system (GIS) users with IT questions for retrieving GIS information.
- As needed, assist with performing minor analytics and producing simple maps.

BASIC QUALIFICATIONS REQUIRED:

1. Be a full-time student at an accredited Jordanian university;
2. Must be enrolled in faculty: Information Technology & Computer Science; OR Business Administration\ Management Information Systems; OR Computer Engineering;
3. Must have excellent skills with database software (Excel, Access, etc.), some knowledge of ArcGIS is preferred;

4. Must have bona fide intention of continuing to pursue education immediately following the internship. Last semester students will not be accepted;
5. Have university's permission;
6. Be in good academic standing; and
7. Good English. English proficiency will be tested.

NOTE: All candidates must address each selection criterion detailed above with specific and comprehensive information supporting each item. Supporting documentation must be included in the application for eligibility purposes.

TO APPLY:

Interested students for this position should submit the following or the application will not be considered:

1. C.V. or Resume.
2. Letter of Recommendation from a professor.
3. Copy of Jordanian Passport or copy of Residency Card if non-Jordanian.
4. Transcripts that provides student status.

SUBMIT APPLICATION TO:

Human Resources Office, U.S. Embassy, Amman, Jordan

Applications can be submitted electronically through AmmanInternship@state.gov.

An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The U.S. Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.